

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, January 4, 2021

*Due to COVID-19: Meeting access by the public was available through the live stream on the Trac 7 YouTube channel. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Jim Rohweder, Chad Ward, Troy DeWall

OTHERS PRESENT: City Administrator Jess Rich, City Attorney John Bray, Megan Jordan, Ted Kiefat, Chief Gaidis, Kerry Helquist

Administrator Rich delivers the Oath of Office to Mayor Ward.

Mayor Ward administers the Oath of Office to Councilor Jim Rohweder.

Mayor Ward administers the Oath of Office to Councilor Troy DeWall.

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the City Council minutes from Monday, December 21, 2020.

Motion by Rohweder, seconded by DeWall and carried (5-0) to approve the agenda for Monday, January 4, 2021.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Meeting was delivered via livestream on Trac 7 due to the COVID-19 pandemic. The link to access the meeting was provided to the public prior to the meeting via a posted meeting notice, the City's website, the City's Facebook page, and the direct line of 218-628-6289 provided for call-in comments.

NONE

Motion by Ward, seconded by Rohweder and carried (5-0) to approve the consent agenda for Monday, January 4, 2021 pulling item *4A for discussion.

*4A: PEDA Minutes Dec 8, 2020

Councilor Benson asks for an update on the meeting with other city administrators. Administrator Rich states that the city administrators from Proctor, Hermantown, and Duluth were the only attendees. Discussion continues involving future developments and developing ongoing relationships among those communities.

6. NEW BUSINESS

A. Resolution 01-21 Entering lease purchase agreement with PNC

This is the financing for the ladder truck for the fire department that was approved in the 2021 budget.

Motion by DeWall, seconded by Rohweder and carried (5-0) to approve resolution 01-21 and enter into a lease agreement with PNC for the purchase of a ladder truck in the amount of \$748,715.00.

Discussion follows including the discount received by the city for payment up front, the amount was not large enough to consider funding with bond purchasing and the purchase did not need voter approval.

B. Facility Mechanical Contract

Administrator Rich states this was a project that DeWall had been working on to complete routine maintenance on the City Hall building. Rich recommends entering into a one-year GVAC service contract agreement with Johnson Controls for building maintenance. This bid was ran through SourceWell to ensure the best pricing, DeWall states that Johnson Controls can complete other maintenance tasks for convenience and routine functionality. Any Additional purchasing will be brought back to council for approval. Motion by DeWall, seconded by Benson and carried (5-0) to approve an HVAC service contract agreement for one year to complete routine building maintenance as an allowable expense covered in the approved 2021 budget.

C. Resolution 02-21 Designating Official Depository

Motion by Rohweder, seconded by Benson and carried (5-0) to approve resolution 02-21 Designating Official Depository.

D. Official Designations

Motion by Johnson, seconded by Rohweder and approved (4-0 Benson abstaining) to approve the Proctor Journal as the official newspaper and to remove the Duluth News Tribune as alternate.

Motion by Rohweder, seconded by Benson and carried (5-0) to approve First National Bank of Proctor, Proctor Federal Credit Union, MN 4M Fund, PMA Network (4MFunds), RBC Capital Markets & Dain Rauscher, and Northland Securities as depositories of city funds.

Mayor Ward appoints Councilor DeWall as Mayor Pro-Tem (Deputy Mayor) with Councilor DeWall accepting.

Motion by Benson, seconded by Rohweder and carried (5-0) to appoint Councilor DeWall as Deputy Mayor.

Motion by Johnson, seconded by Rohweder and carried (5-0) to designate Jess Rich, City Administrator as the responsible authority for data requests.

Motion by Benson, seconded by Rohweder and carried (5-0) to designate Jess Rich, City Administrator as compliance officer.

Motion by Ward, seconded by DeWall and carried (5-0) to approve Jess Rich as the designee of records.

Motion by Rohweder, seconded by Benson and carried (5-0) to designate Ron Envall as prosecuting attorney.

Motion by Ward, seconded by Rohweder and carried (5-0) to designate Jim Rich as building official.

Motion by Rohweder, seconded by Johnson and carried (5-0) to designate Jay Boysen and building inspector.

Motion by Ward, seconded by Rohweder and carried (5-0) to designate the State of Minnesota as electrical inspector.

Motion by Benson, seconded by Ward and carried (4-0 DeWall abstaining) to accept designations as submitted by the Proctor Fire Department.

Motion by Rohweder, seconded by Johnson and carried (5-0) to accept the relief association positions as submitted by the Proctor Fire Department.

E. 2021 Committee/Commission Appointments

Motion by DeWall, seconded by Johnson and carried (5-0) to seat Mayor Ward on the PEDA Commission.

Motion by Ward, seconded by Benson and carried (5-0) to seat Councilor Rohweder and Councilor Johnson to the Liquor Control Committee.

Motion by Rohweder, seconded by Johnson and carried (5-0) to seat Mayor Ward on Public Safety Committee.

Motion by Ward, seconded by Benson and carried (5-0) to seat Councilor Johnson and Councilor Rohweder to the Parks & Recreation Committee.

Motion by Ward, seconded by DeWall and carried (5-0) to seat Councilor Benson on the Tourism Committee.

Motion by Rohweder, seconded by Johnson and carried (5-0) to seat Councilor DeWall to the Street Committee.

Motion by Rohweder, seconded by DeWall and carried (5-0) to seat Councilor Benson to the Cable TV Commission.

Motion by Benson, seconded by Rohweder and carried (5-0) to seat Mayor Ward and Councilor Benson on the Personnel Committee.

Motion by Benson, seconded by Rohweder and carried (5-0) to seat Councilor Johnson on the Proctor Golf Board.

Motion by DeWall, seconded by Rohweder and carried (5-0) to seat Mayor Ward on the Public Charitable Trust Fund Board.

Motion by Rohweder, seconded by DeWall and carried (5-0) to appoint Mayor Ward as the MIC Representative and Councilor Benson as alternate MIC representative.

Motion by Ward, Seconded by Rohweder and carried (5-0) to sea Councilor DeWall and Councilor Johnson on the negotiation committee.

6F. LMC Liability Coverage – Waiver Form

Motion by Benson, seconded by Rohweder and carried (5-0) to approve the recommendation by Administrator Rich and not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04.

6G. Legislative Agenda

Councilor Benson gives a summary and a timeline of various projects and suggestions regarding funding them with a local sales tax increase. He also indicates the deadline for submission is January 30, 2021 and allows for the opportunity to discuss several factors. Included in this discussion is the Munger Trail Spur project and the regional impact it would have; he also suggests the possibility of pursuing other ideas/plans for additional projects. Administrator Rich has questions with the existing sales tax revenue and the proposed timeline is discussed. If a sales tax increase was presented by the January 30th deadline, the collection of the increase of %.05 would begin no earlier than 2023. Item tabled.

7. LABOR AND NEGOTIATION ISSUES – PER MN Statutes 13D Closed Meeting

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Benson: Suggests seeking participation in the local partnership program with MNDOT, states the deadline for program application is January 29th, 2021. Announces the 35th Anniversary of Mountain Spirits and proposes a recognition or celebration to acknowledge the event.

DeWall: None

Johnson: Extends gratitude and appreciation to the street department on plowing efforts. Residents on Almac have noticed the improvements. Extends acknowledgement to Chief Kerry Helquist and Troy DeWall for all of the work on the ladder truck. Will be attending CDBG meeting to discuss proposals.

Rohweder: None

Ward: Welcomes new Councilor Jim Rohweder

Administrator Rich: Addresses the council regarding COVID-19 protocols and if council would like the plexi glass barriers to remain as the tables belong to Community Ed. The committee for the sand/salt shed will meet on 1/5/2021 at 9:00 am.

Attorney: None

BILLS FOR APPROVAL

General: \$42,938.36

Liquor: \$37,199.51

TOTAL BILLS FOR APPROVAL: \$80,137.87

Motion by Rohweder, seconded by DeWall and carried (5-0) to accept the bills as submitted.

Motion by Rohweder, seconded by Johnson and carried (5-0) to adjourn the City Council meeting at 7:07 pm.

Chad Ward
Mayor

Jess Rich
City Administrator